

**JOB VACANCY NOTICE**

There is a job vacancy in the **BAY COUNTY HEALTH DEPARTMENT-WIC PROGRAM**

JOB TITLE:	<b>Public Health Nurse</b>
RATE OF PAY:	<b>B.S.N.: \$19.37/hour - \$23.77/hour</b> (5 year range) <b>R.N.: \$18.75/hour - \$23.13/hour</b> (5 year range)

Full-time position, 40 per week with benefits as provided within the Bay County Public Health Nurses’ Organization labor agreement, however membership is voluntary.

**GENERAL SUMMARY:** Provides selected public health nursing services to children and pregnant women necessary to implement the agency program in an assigned area. To be cross-trained in Immunization Clinic and other public health programs, including selected assessment/screening programs for the Maternal & Infant Health Program. Provides lead screening and intervention services to children. Works under the direction of the WIC Manager and receives clinical direction from a qualified Public Health Nursing Manager.

**TYPICAL DUTIES:**

1. Determines WIC applicant’s medical/nutritional eligibility by assessing anthropometric and hematological data and assessing health and dietary history for the purpose of determining the existence of nutritionally related health risks and the need for nutritional, health, social or psychological referrals.
2. Functions as a Competent Professional Authority (CPA) in the WIC Clinic. Determines nutrition education plans for participants.
3. Assigns and tailors food packages for program participants.
4. Enters required participant data in MI-WIC online database and requests State of Michigan approval for Class III formula requests.
5. Evaluates immunization record and provides and documents needed immunizations.
6. Facilitates laboratory tests, including capillary blood lead testing.
7. Provides nutrition education to WIC clients in groups or individual sessions.
8. Promotes breastfeeding, teaches breast-feeding classes and participates in any agency breast-feeding promotion activities.
9. Selects plans, prepares and evaluates teaching aids and materials.
10. Assists WIC Coordinator with MI-WIC reports, Project Fresh, Bay 3TV presentations, and daily clinic operations.
11. Initiate follow-up nurse visits to children with high blood lead levels.
12. Conducts screening for Maternal Infant Health Program (MIHP) services for eligible WIC clients.
13. Contributes to continuity of care by planning and exchanging information with Immunization Clinic staff, MIHP disciplines, physicians, hospitals and other appropriate health and social agencies, as necessary.
14. Participates in annual influenza clinics.
15. Participates in community and health department in-service projects and health fairs on immunizations, women and children’s health issues, lead poisoning prevention and other projects, as necessary.
16. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Performs emergency response roles, and participates in training, as required.
17. All other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**MINIMUM QUALIFICATIONS:**

- Licensure:** Possession of a current license to practice Professional nursing in Michigan.
- Education:** A.D.N., B.S.N. or diploma from a school of nursing approved by the N.L.N. of Nursing.
- Experience:** Demonstrated competency in practice of professional nursing. Two years of satisfactory public health nursing experience under qualified supervision desired. Experience in infant/child health and knowledge of infant/child development required. Basic computer skills required. Applicants may be required to take written and/or other examinations.
- Physical:** This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: Generally, 20-50 pounds of force up to one third of the time.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 no later than **4:00 p.m. Friday, April 8, 2016.**

**AN EQUAL OPPORTUNITY EMPLOYER**

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”